

**U.S. DEPARTMENT OF COMMERCE
CHARTER OF THE
MANUFACTURING EXTENSION PARTNERSHIP
NATIONAL ADVISORY BOARD**

Establishment:

The Secretary of Commerce, having determined that it is in the public interest in connection with the performance of duties imposed on the Department by law, hereby establishes the Manufacturing Extension Partnership (MEP) National Advisory Board (“the Board”) pursuant to the Federal Advisory Committee Act, 5 U.S.C. app. 2 and with the concurrence of the General Services Administration.

Objectives and Duties:

The Board will:

1. Provide advice on MEP programs, plans, and policies.
2. Assess soundness of MEP plans and strategies.
3. Assess current performance against MEP program plans.
4. Function solely in an advisory capacity, and in accordance with the provisions of the Federal Advisory Committee Act.

Members and Chairperson:

1. Members will be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance.
2. The Board will consist of five to eleven individuals appointed by the Director of the National Institute of Standards and Technology (NIST) under the advisement of the Director of MEP. Membership on the Board shall be balanced to represent the views and needs of customers, providers, and others involved in industrial extension throughout the United States.
3. The Board’s members will be appointed for two-year terms. Vacancy appointments shall be for the remainder of the unexpired term of the vacancy. All members serve at the pleasure of the appointing authority.
4. The Board’s chairperson and vice chairperson will be appointed from its membership by the Director of NIST under the advisement of the Director of MEP.
5. Members shall serve as Special Government Employees (SGEs) and will be subject to all ethical standards and rules applicable to SGEs.

Administrative Provisions:

1. The Board shall report to the Director of NIST.
2. The Board will meet two times a year, except that additional meetings may be called as deemed desirable by the chairperson or at least one-third of the members.
3. The Manufacturing Extension Partnership within NIST will provide staff support and will distribute a chairperson's report after each meeting.
4. The Designated Federal Officer will be the Deputy Director of MEP.
5. The Board shall render an annual report, through the Director of MEP and the Director of NIST, to the Secretary of Commerce on or before January 31st of each year.
6. The Board may establish subcommittees subject to provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook and only if subcommittee members are selected from the parent Board.
7. The Board shall not act in the absence of a quorum, which shall consist of a majority of the members of the Board not having a conflict of interest in the matter being considered by the Board, but not fewer than three members.
8. Members of the Board will not be compensated for their services but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. 5701 et seq.
9. The annual cost of operating the Board is estimated at \$48,270.00. This includes \$35,000 in non-labor expenses and .20 person years of staff support (labor) at a rate of \$13,270.00.

Duration:

This charter shall terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Chief Financial Officer and
Assistant Secretary for Administration

Date